

COMMISSION MEETING MINUTES
February 18, 2014

The Board of Davis County Commissioners met in room 303 of the Davis County Administration Building, 61 South Main Street, Farmington, Utah on February 18, 2014. Members present were: Commissioner Louenda H. Downs - Chair, Commissioner P. Bret Millburn, and Commissioner John Petroff, Jr. - excused, Clerk/Auditor Chief Deputy Audit/Finance Curtis Koch, Chief Deputy Civil County Attorney Neal Geddes, and Deputy Clerk/Auditor Janet Hanson.

Commissioner Downs excused Commissioner Petroff who is out of town at a conference.

Commissioner Millburn led the Pledge of Allegiance. All in attendance were invited to stand and join in.

Curtis Koch, Clerk/Auditor Chief Deputy Audit/Finance, explained the “Contractor Prequalification Request for Proposals, Davis County Library, Kaysville Branch”, is an effort to pre-qualify contractors prior to the bidding process on a project of this size for the purpose of saving both the County and the contractor time and effort. Nineteen contractors picked up the prequalification packet; sixteen have submitted their proposals. He indicated there is no associated monetary value in this RFP. Curtis and Chris Sanford, Davis County Library Director, opened the following responses:

1.	Hughes General Contractors
2.	Interwest Construction
3.	HHI Corporation
4.	Hogan & Associates Construction
5.	Control, Inc.
6.	Peck Ormsby Construction Company
7.	Wadman Corporation
8.	Saunders Construction, Inc.
9.	Bud Mahas Construction Inc.
10.	CRC Construction, Inc.
11.	Valley Design & Construction
12.	Lundahl Building
13.	Zwick Construction
14.	Big-D Construction
15.	Ascent Construction
16.	R&O Construction

Chris Sanford indicated the anticipated timeline for the RFP to be issued for the project contractor is 2 to 3 weeks out and would be due within a month’s time; submittal of a recommendation of a contractor will be made by the end of March or first part of April; breaking ground will be by the end of April; anticipated library opening is June or July of 2015.

Commissioner Downs announced there will be a Special Commission Meeting, February 25, 2014, 6:30 pm in connection with the Clearfield City Council Meeting. She explained, when she and Commissioner Millburn took office they conducted evening Commission Meetings for a period of time to make themselves and the business of the County available to the citizens. These nightly meetings were discontinued due to the lack of attendance by the public. The Commissioners began making themselves available to the citizens by attending local city council meetings which has been more successful.

Steve Rawlings, Davis County Clerk/Auditor, explained how in 1991he and Carl Allen started the process of creating the Comprehensive Annual Financial Report (CAFR). This responsibility was turned over to Curtis Koch when he came on board. Davis County is 1 of 3, out of 29, Utah counties who create this report. His office received notice last Friday that Davis County, specifically Curtis Koch and his team, have

Opening RFP
of contractor
pre-
qualification
Kaysville
Branch Library

Special
Commission
Meeting
2/25/14 @
Clearfield City

20th
“Certificate of
Achievement
for Excellence
in Financial
Reporting” for
Comprehensive

Annual
Financial
Report (CAFR)

been awarded “The Certificate of Achievement for Excellence in Financial Reporting” by the Government Finance Officers Association for its CAFR. The Award of Excellence is the highest form of award in governmental accounting. This is the 20th year Davis County has been a recipient. The CAFR (over 100 pages) shows a statistical section with a 10-year history of all County finances. It is a very transparent report on all of the County’s finances available to the public. It is Davis County’s effort for full transparency in the governmental financial arena. Steve commended Curtis and his staff for their exemplary work on the CAFR. Curtis said it was truly a team effort and introduced his staff who were in attendance: LynnAnn Winterton, Doug Stone, Jonathan Lee, Kimberley LeMay and Dax Teuscher. He reiterated it is a full team effort, with many hours of preparation. He anticipates, in the future, continuing receiving this recognition because it is the right thing to do. It is how to disclose government finances to the public for full transparency and welcomes them to come and ask questions. Commissioner Millburn expressed his appreciation to not only Curtis and his team for their efforts, but to all of the departments who are very cognizant of their budgets thereby keeping the County in a good financial position. Commissioner Downs applauds the efforts that have been made. When first coming into office and throughout the years, the CAFR has been a valuable tool. She appreciated the comments on transparency. The public wants to know what is happening with their tax dollars. The CAFR is an in depth explanation of where every penny goes, how it is used and how it is spent. She also expressed her appreciation for Curtis’ efforts the last few years. He is a “watchdog” of every penny. She invited the Audit staff to stand and be recognized. She offered her congratulations.

Commissioner Millburn recognized Commissioner Downs today on her birthday.

Agreement
#2014-47
J. Willard
Marriott
Library-UofU
to digitize
Davis County
Clipper

Chris Sanford, Davis County Library Director, presented agreement #2014-47 with J. Willard Marriott Library – University of Utah to continue the digitization project of the Davis County Clipper from April 14, 1988 to June 30, 1991. It is a payable in the amount of \$10,065.00 not to exceed \$10,500.00. The contract period is February 18, 2014 through December 31, 2014. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Amendment
#2013-51A
Physio-Control
to remove
Lifepak 12’s

Chief Deputy Kevin Fielding, Davis County Sheriff’s Office, presented amendment #2013-51A with Physio-Control, Inc. to remove all Lifepak 12’s (replaced with Lifepak 15’s) from the service agreement. The contract period is through December of 2015 with \$667.50 still owed. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Agreement
#2014-48
petition to
Weber Basin
Water purchase
irrigation water

Dave Hansen, Davis County Legacy Events Center Director, presented agreement #2014-48 to petition Weber Basin Water to purchase an additional three acre feet of irrigation water. It is in the payable amount of \$7,817.52. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Request
#2014-49 to
declare parcel
surplus in
Farmington

Tony Thompson, Davis County Planning Department, presented request #2014-49 to declare a parcel of land (Tax ID 08-076-096) as surplus and authorize notice of sale. The property is located at 1100 West and Clark Lane in Farmington. This intersection will be reconfigured with a roundabout due to Farmington City’s plan to a realign Park Lane. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Letter of
Support of
efforts by
Layton City to
UDOT to
improve

Commissioner Downs presented a letter of support #2014-50 for the efforts by Layton City to the Utah Department of Transportation to fund an improved freeway interchange for Hill Field Road and I-15. Commissioner Millburn indicated there are currently two construction phases planned for that area and this

Freeway interchange

letter supports all the work be funded and performed during the first phase. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Letters of Consent (3)
#2014-51 to Comcast Cable to install utility services

Mark Langston, Davis County Information Services Director, presented letters of consent (3) #2014-51 to Comcast Cable Communications Management, LLC to install utility services at: 1) 61 South Main Street, Farmington; 2) 81 East Center Street, Kaysville; and 3) 726 South 100 East, Bountiful. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Budget Change
Library donation

Chris Sanford presented a budget change reflecting a contribution from the “Blood Trust Endowment Grant” through Kaysville City in the amount of \$50,000.00 to be used for the purpose of increasing the collection at the Kaysville Branch Library. She introduced Assistant Library Director Jerry Meyer, and Kaysville Branch Librarian Lynnette Mills who will be working on this collection while the new branch is being built.

<u>Increase</u>	<u>Decrease</u>	<u>Account Name</u>	<u>Account Number</u>	<u>Dollar Amount</u>
X	()	Books & Materials	23-4580-612	50,000
X	()	Private Contributions	23-3870-000	50,000

Commissioner Millburn noted it was this type of accounting and bringing the information forward in meeting which is indicative of Davis County’s accounting transparency. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye. The document is on file in the office of the Davis County Clerk/Auditor.

Commissioner Millburn made a motion to convene as the Board of Equalization. Commissioner Downs seconded the motion. All voted aye.

Property Tax Register Approved

Dale Peterson, Davis County Tax Administration Director, presented the Property Tax Register which reflected 15 corrections and 1 escapement. Commissioner Millburn made a motion to approve. Commissioner Downs seconded the motion. All voted aye.

Commissioner Millburn made a motion to reconvene Commission Meeting. Commissioner Downs seconded the motion. All voted aye.

Commission Meeting minutes approved

Commissioner Millburn made a motion to approve the Commission Meeting minutes of February 11, 2014. Commissioner Downs seconded the motion. All voted aye.

Check registers approved

Check registers as prepared by the Davis County Clerk/Auditor’s Office were approved by a motion from Commissioner Millburn. Commissioner Downs seconded the motion. All voted aye. The documents are on file in the office of the Davis County Clerk/Auditor.

Commissioner Comments:

Commissioner Millburn has been enjoying the nice weather, sunshine and bike riding.

No Public Comments.

Meeting adjourned.

Clerk/Audit

Chair